October 2006
Army Small Computer Program
ASCP
Training for all Information Technology Purchases
$2,500 - $25,000

DOC, CREDIT CARD TEAM

Donna Blossom

Team Leader

DOC, CREDIT CARD TEAM

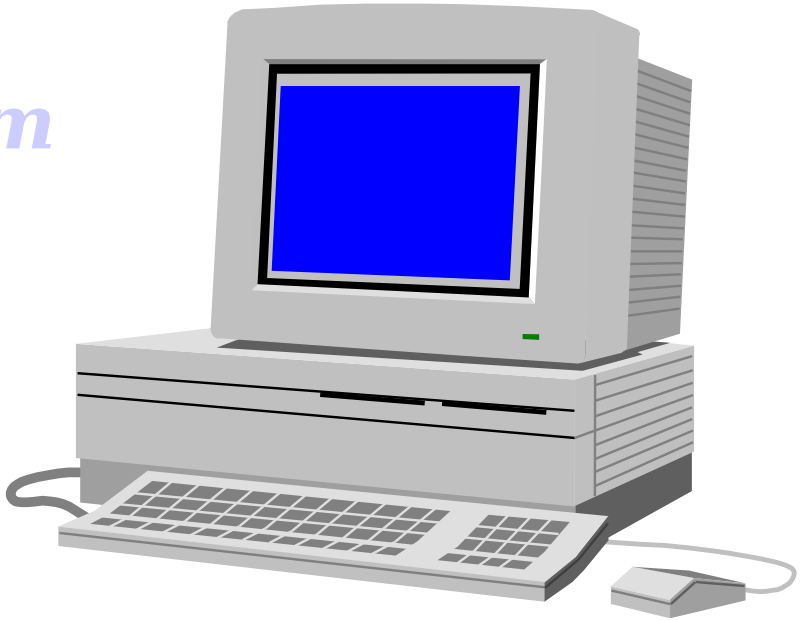
Donna Blossom	**- 798-7801**
Mae Cruz	**- 798-7333**
Renea Grigsby	**- 798-7803**
Sylvia Muse	**- 798-7808**
Regina Skaggs –	**- 798-7802**

Team Auditor

DSN: 635 **FAX: 798-7274**

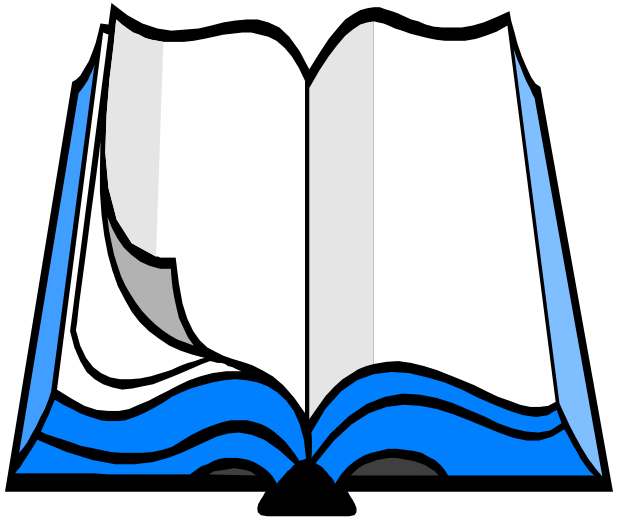
ARMY SMALL COMPUTER PROGRAM

https://ascp.monmouth.army.mil



ALL CREDIT CARD OFFICIALS ARE REQUIRED TO:

READ THE GPC VISA SOP/TRAINING MANUAL

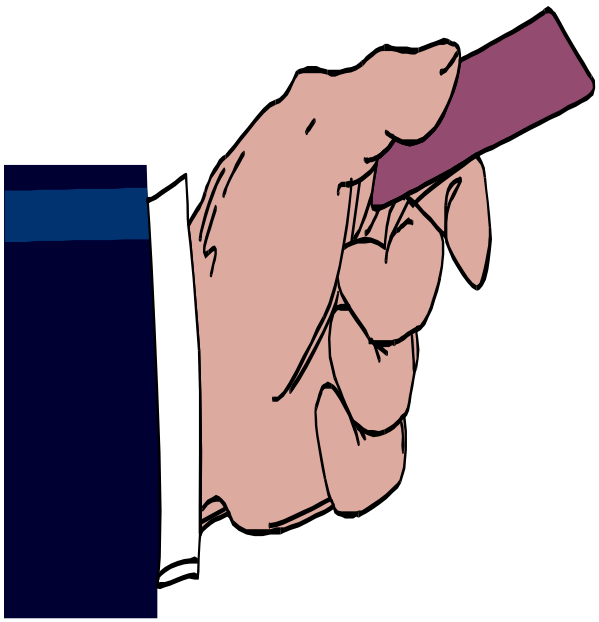


IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT THE DOC, CREDIT CARD TEAM, (270)798-7801, 7802, 7808 OR 7333.

PURPOSE OF ASCP

TO PROVIDE SELECTED VISA CARDHOLERS WITH A METHOD TO PURCHASE INFORMATION TECHONOLOGY (IT) EQUIPMENT/SERVICES VALUED BETWEEN $2,500 - $25,000 FROM ASCP.

WHO IS A CARDHOLDER?

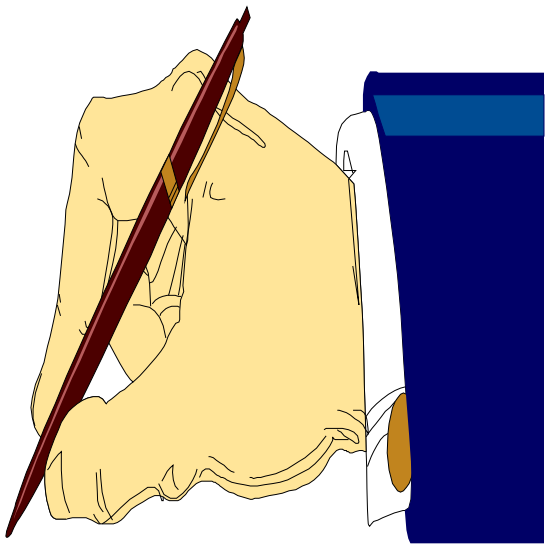


A CARDHOLDER IS AN INDIVIUAL WHO'S NAME IS EMBOSSED ON THE (GPC) VISA CREDIT CARD.

NO OTHER INDIVIDUAL(S) IS AUTHORIZED TO USE THE CARD OR CARD NUMBER.

NO EXCEPTIONS!

DELEGATION OF AUTHORITY



APPROVING OFFICIALS AND CARDHOLDERS ARE DELEGATED CREDIT CARD OFFICIALS BY LESLIE H. CARROLL, DIRECTOR OF CONTRACTING (DOC). THE DELEGATION OF AUTHORITY CAN NOT BE RE-DELEGATED.

ALL ASCP CARDHOLDERS AND APPROVING OFFICIALS WILL BE REQUIRED TO SIGN NEW DELEGATION OF AUTHORITY LETTERS .

TERMINATING A CARDHOLDER

IS THE CARDHOLDER:

- RETIRING?

- ETSING?

- PCSING?

- CHANGING UNITS/ACTIVITY?

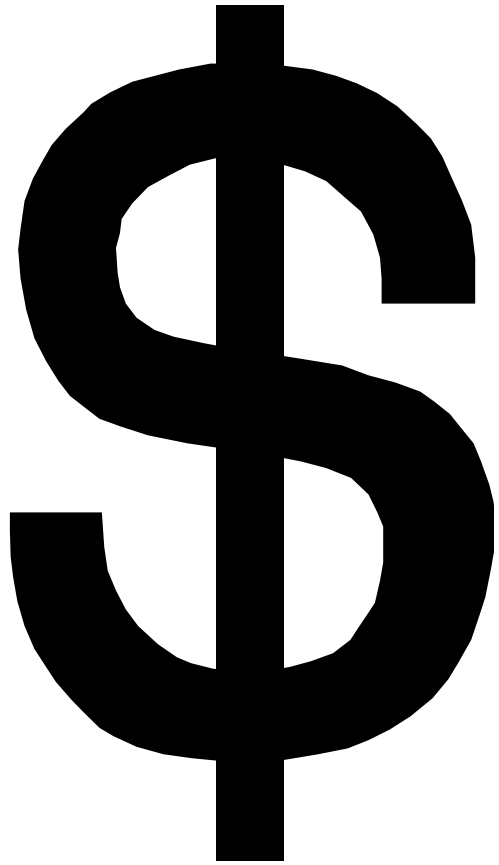
-OTHER REASON TO TERMINATE

REPLACEMENT OF AN APPROVING OFFICIAL

APPROVING OFFICIALS SHALL INSURE THAT A REPLACEMENT PRIME APPROVING OFFICIAL IS IN PLACE PRIOR TO LEAVING YOUR APPROVING OFFICIAL DUTIES.

A CARDHOLDER'S PURCHASING AUTHORITY FOR I.T. EQUIPMENT PURCHASES $2,500 - $25,000 WILL BE SUSPENDED UNTIL THE REPLACEMENT APPROVING OFFICIAL HAS ATTENDED TRAINING.

NEED TO INCREASE A CARDHOLDER'S ACCOUNT?



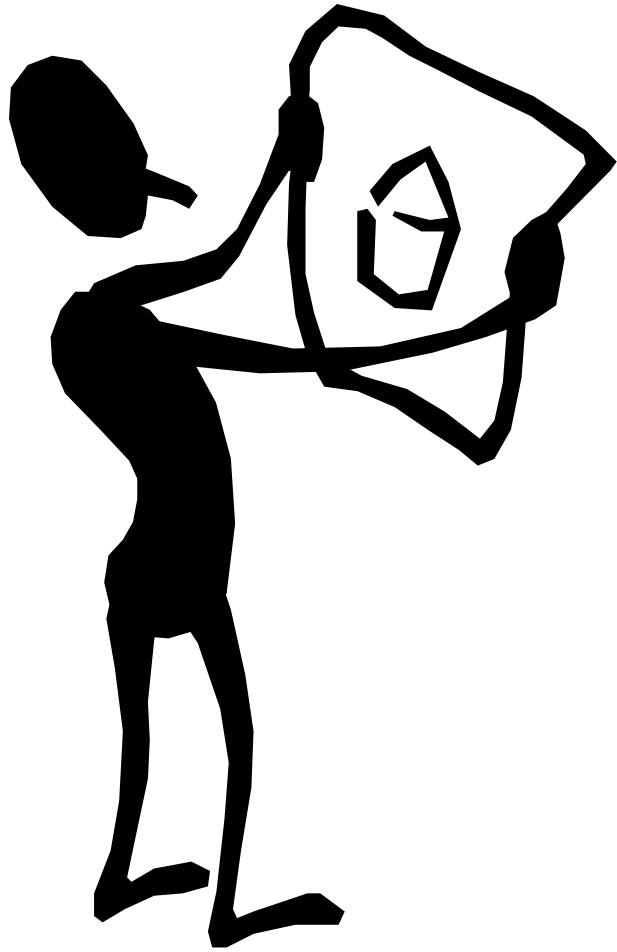
PROCESS A MAINTENANCE REQUEST THROUGH RESOURCE MANAGEMENT TO THE DOC CREDIT CARD TEAM.

FRAUD, ABUSE, AND/OR MISUSE OF THE GPC VISA CREDIT CARD

- **ARTICLE 15**
- **FINES**
- **IMPRISONMENT**
- **DEMOTIONS**
- **AND/OR TERMINATION OF MILITARY OR CIVILIAN CAREER**

APPROVING OFFICIALS

APPROVING OFFICIALS ARE REQUIRED TO REVIEW CARDHOLDER'S RECONCILED STATEMENTS AND BACK-UP DOCUMENTATION.

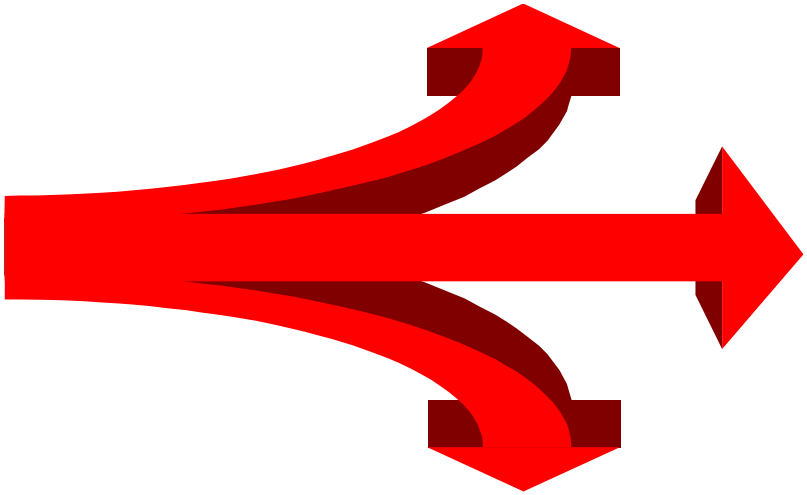


APPROVING OFFICIALS ARE PECUNIARY LIABLE

APPROVING OFFICIALS WHO "BLINDLY" SIGN CARDHOLDER'S RECONCILED STATEMENTS ARE ADVISED THAT AUDITS, INSPECTIONS AND INVESTIGATIONS OF RECONCILED CREDIT CARD FILES ARE THE LIABILITY OF THE APPROVING OFFICIAL, AND MAY RESULT IN FINANCIAL AND DISPLINARY ACTIONS.

NOTE: DO NOT CONFUSE RECONCILED WITH PROCESSING THE BILLING STATEMENT FOR PAYMENT.

PURCHASES SHALL NOT BE SPLIT



TO STAY BELOW THE THRESHOLD OF $25,000.

WHAT IS A SPLIT PURCHASE?

A SPLIT PURCHASE GENERALLY INVOLVES THE WILLFUL REDUCTION OF A REQUIREMENT WHICH COULD B E PURCHASED FROM THE SAME MERCHANT IN AN EFFORT TO KEEP TOTAL PRICE OF THE PURCHASE BELOW $25,000.

CONTINUED

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SPLIT CONTINUED….

TO DETERMINE IF A REQUIREMENT WAS “SPLIT”, ONE MUST DETERMINE WHAT THE “REQUIREMENT” WAS AT THE TIME OF THE PURCHASE. TYPICALLY, THE KNOWN NEED OF A UNIT/ACTIVITY BY THE CARDHOLDER AT THE TIME OF THE PURCHASE CONSTITUES THE REQUIREMENT.

CONTINUED ----->

SPLIT CONTINUED……

- **IF A CARDHOLDER TYPICALLY PURCHASES ITEMS WHEN THE CARDHOLDER BECOMES AWARE OF A NEED, THE REQUIREMENT IS CONSIDERED THAT INSTANT QUANTITY (NEED).**
- **IF, ON THE OTHER HAND, THE CARDHOLDER TYPICALLY WAITS TO PURCHASE THE REQUIREMENT, THEN THE REQUIREMENT BECOMES THE**

CONTINUED ------>

SPLIT CONTINUED.....

TOTAL NEEDS RECEIVED UP TO THE POINT OF ORDERING, REGARDLESS OF WHAT IS BEING ORDERED OR BY WHOM.

SPLITTING THOSE NEEDS (REQUIREMENTS) INTO INDIVIDUAL PURCHASES IS IMPROPER AND UNAUTHORIZED.

Capabilities Request (CAPR)

Prior to purchase, the cardholder is required to

obtain an approved Capabilities Request (CAPR),

FC Form 3027 (Rev)

Division accounts – process CAPRs through G6

IMA accounts – DOIM – Ms. Laura Haley

CARDHOLDER

CARDHOLDER REQUIREMENT

SEARCH FOR REQUIREMENTS OUT ON ASCP. PRINT MATCHING RESULTS AND GO WITH VENDOR THAT HAS BEST VALUE I.E, PRICING AND DELIVERY DATE.

CUSTOMER MUST CONTACT THREE VENDORS FOR COMPETITON AND BRING TO DOC WITH MAINTENACE REQUEST FOR PROCESSING

https://ascp.monmouth.army.mil

Customer Checklist
prior to purchasing

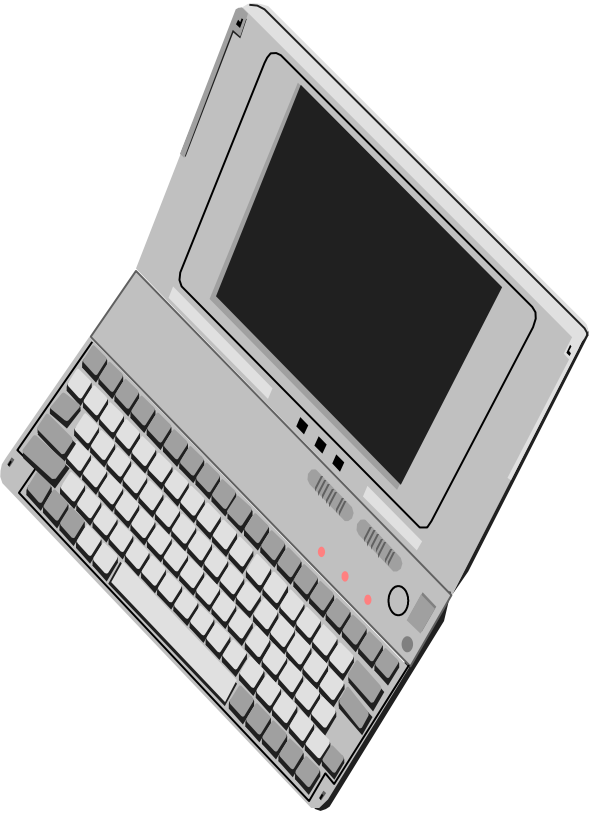
- **CAPR**
- **Contact three vendors requesting quotes off ASCP**
- **Complete and process maintenance request – FC 4261**
- **Comptroller signature on – FC 4261**
- **Bring all paperwork to DOC for processing**
- **DOC will do a new letter of authority for a one-time increase**

1. **THE <u>TOTAL KNOWN</u> REQUIREMENT IS GREATER THAN $2,500 BUT LESS THAN $25,000?**
2. **A CAPABILITIES REQUEST (CAPR) HAS BEEN COMPLETED AND APPROVED THROUGH ITBC OR G-6**
3. **THE PURCHASE WILL BE PROCESSED @ *https://ascp.monmouth.army.mil***

TO ONE OF THE ASCP MERCHANTS

IF YOU ANSWER "NO" TO ANY OF THE ABOVE QUESTIONS, YOU ARE UNAUTHORIZED TO PROCESS THE PURCHASE.

PROPERTY ACCCOUNTABILITY



<u>WITHIN FIVE (5) DAYS AFTER</u>, PURCHASE, THE CARDHOLDER MUST PROVIDE THE HAND RECEIPT HOLDER WITH INFORMATION TO PLACE ACCOUNTABLE PROPERTY ON PROPERTY BOOK. APPROVING OFFICIALS SHALL REVIEW CARDHOLDER ACCOUNTS TO INSURE THAT PROPERTY HAND RECEIPTS ARE HAVE BEEN OBTAINED.

Continued ---->

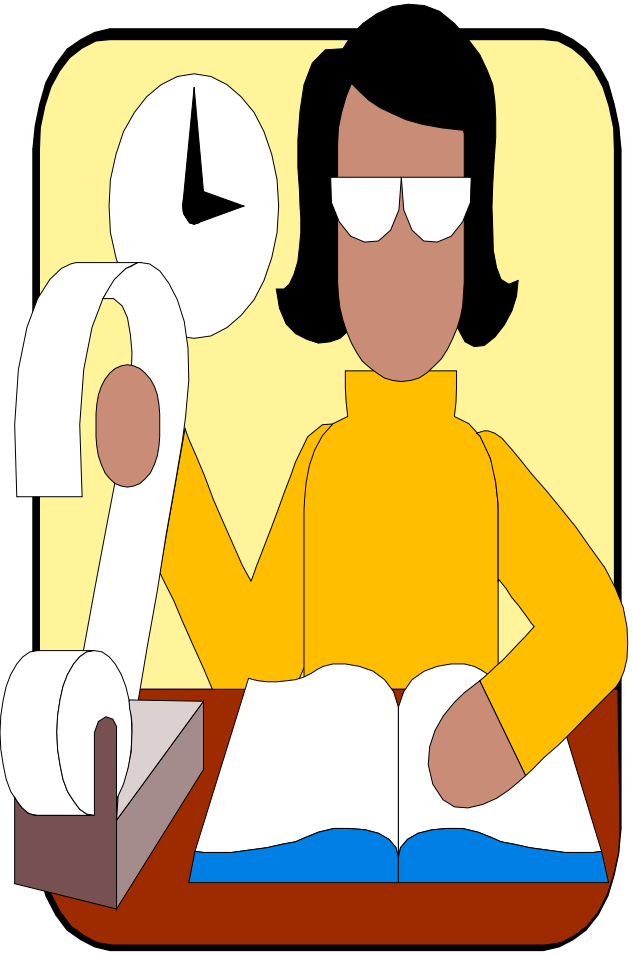
PROPERTY ACCOUNTABILITY CONTINUED……

UPGRADES, ETC TO EXISTING EQUIPMENT SHALL INDICATE THE BRAND NAME OF EQUIPMENT, TO INCLUDE MODEL NUMBER AND SERIAL NUMBER,

DA FORM 3161/2062 TO RECORD PROPERTY BOOK INFORMATION

THE CARDHOLDER SHALL RETAIN A COPY OF DA FORM 3161/2062 AND ATTACH TO THE CARDHOLDER'S WORKSHEET.

PROOF OF PURCHASE



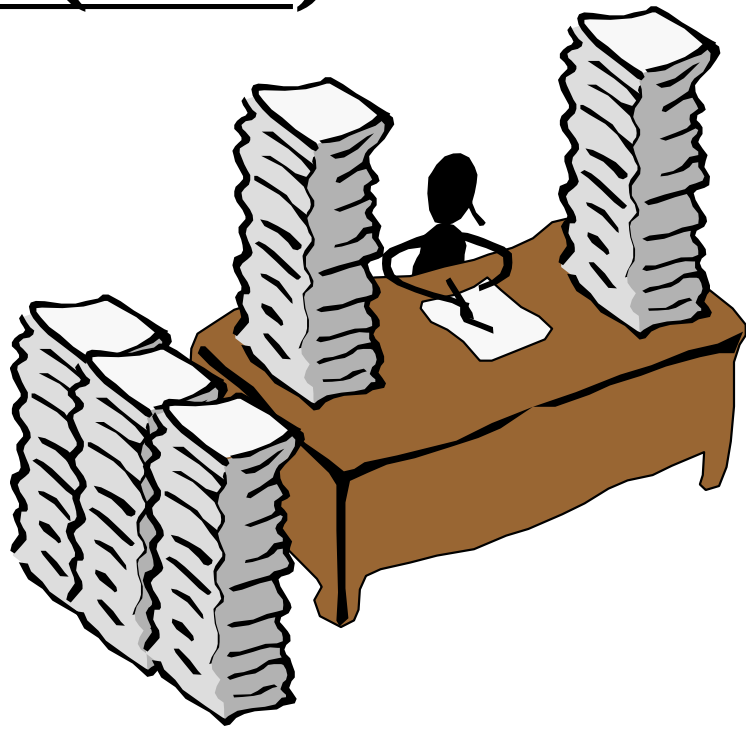
ALL PURCHASES REQUIRES DOCUMENTATION AS PROOF OF PURCHASE.

CONTINUED ------>

PROOF OF PURCHASE CONTINUED

THE PACKING SLIP OR OTHER PROOF OF PURCHASE WITH ITEMIZED INFORMATION PROVIDED BY THE CONTRACTOR ON THE CONTRACTOR'S OFFICIAL IMPRINTED PACKING SLIP OR OTHER FORM OF PROOF OF PURCHASE.

RECONCILIATION OF CARDHOLDER STATEMENT OF ACCOUNT (SOA)



IT MIGHT SEEM LIKE A LOT OF WORK, BUT AS LONG AS YOU KEEP YOUR WORKSHEETS, ORIGINAL RECEIPTS, CAPR, AND OTHER NECESSARY DOCUMENTATION

RECONCILIATION SHOULD BE EASIER.

DISPUTES ?

Process a dispute form within 60 days of the billing statement, if you are unable to resolve a dispute with the BPA merchant.

BILLING CYCLE
19 th OF EACH MONTH

- **APPROVING OFFICIALS SHALL CERTIFY ALL BILLING STATEMENTS IN C.A.R.E. WITHIN FIVE WORKING DAYS.**

GPC CREDIT CARD REVIEW

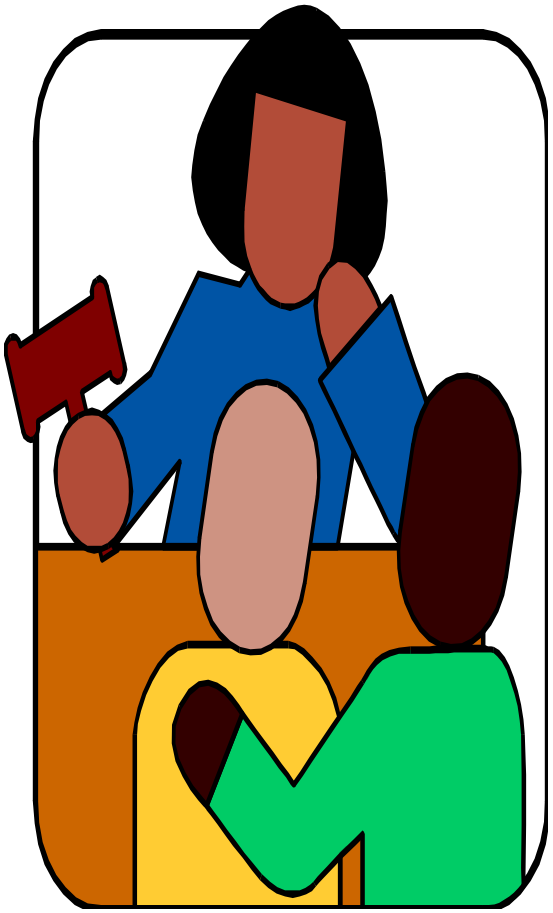
CHECKLIST TO REVIEW VISA CREDIT CARD FILES.

SPLITTING PURCHASES GREATER THAN $25,000 TO STAY BELOW THE $25,000 THRESHOLD AND/OR USE OF THE GPC FOR PURCHASES GREATER THAN $3,000 TO MERCHANTS OTHER THAN ASCP CONTRACTS

SHALL RESULT IN THE TERMINATION OF THE CARDHOLDER. IF THE APPROVING OFFICIAL DOES NOT NOTIFY THE DOC, CREDIT CARD TEAM THE APPROVING OFFICIAL SHALL ALSO BE TERMINATED.

JOINT ETHICS REGULATION (JER)

- **CONFLICT AND APPEARANCE OF CONFLICTS**
- **MERCHANTS SHOULD NOT HAVE ADVANCE KNOWLEDGE OF PURCHASES**
- **GRATUITIES**



WHAT DO I DO WHEN I NEED HELP ??????

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT:

DOC, CREDIT CARD TEAM

BLDG 2174, 13 1/2 & IN

(270)798-7801, 7803, 7808, OR 7333